



產品環保責任 (受管制電器) 規例  
PRODUCT ECO-RESPONSIBILITY (REGULATED ELECTRICAL EQUIPMENT) REGULATION

要求補發循環再造標籤  
Request for Replacement of Recycling Labels

請先閱讀“申請人須知”，才填寫你的申請表格。 Please read the “Notes to Applicants” before filling your application form.  
請以正楷填寫各項資料。 Please complete all items in BLOCK letters.

**第一部份： 申請人資料**  
**PART I: Applicant's Particulars**

登記供應商名稱(中文及英文)  
Name of the Registered Supplier  
(in Chinese & English): \_\_\_\_\_

登記編號  
Registration No.: \_\_\_\_\_

聯絡人英文姓名 English Name of Contact Person:	Mr./Ms/Miss *	聯絡人中文姓名 Chinese Name of Contact Person:	先生/小姐/女士 *
	_____ (姓 Surname)	_____ (名 Given Name)	

聯絡電話 Contact Tel. no.:	-	職位 Post:
_____ (國家編號 Country Code)	_____ (電話號碼 Phone number)	_____

本地通訊地址  
Local Correspondence Address: \_\_\_\_\_

電郵地址  
E-mail Address: \_\_\_\_\_

\* 請將不適用者刪去。 Please delete where inapplicable.

**第二部份： 要求補發循環再造標籤詳情**  
**PART 2: Details of Request for Replacement of Recycling Labels**

提請人要求補發循環再造標籤原因  
The requesting person's reason(s) for replacement of recycling labels:

提請人已隨申請表提供以下證明文件  
The requesting person have provided a copy of the following supporting document and submit with the application form:

**第三部份： 要求補發循環再造標籤詳情**  
**PART 3: Details of Request for Replacement of Recycling Labels**

請在適當方格內填上「✓」號 Please "✓" the box(es) as appropriate

循環再造標籤類別 Type of Recycling Label	要求數量 Quantity Requested	循環再造標籤類別 Type of Recycling Label	要求數量 Quantity Requested
<input type="checkbox"/> 電冰箱 Refrigerator		<input type="checkbox"/> 電腦 Computer	
<input type="checkbox"/> 電視機 Television		<input type="checkbox"/> 列印機 Printer	
<input type="checkbox"/> 空調機 Air Conditioner		<input type="checkbox"/> 掃描器 Scanner	
<input type="checkbox"/> 洗衣機 Washing Machine		<input type="checkbox"/> 顯示器 Monitor	

**第四部份： 提取方法 (請選擇以下一項)**  
**PART 4: Collection Method (Please select one below)**

請在適當方格內填上「✓」號 Please "✓" the box(es) as appropriate

- 自取  
Self Pick-up
- 地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓  
Address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong
- 派遞  
Delivery
- 透過第一部份提供的本地通訊地址派遞  
Delivery to local correspondence address provided in Part 1

**第五部份 聲明**  
**Part 5 Declaration**

\*本人/ 我們謹此聲明，盡\*本人/ 我們所知所信，根據本表格所提供的資料皆為真確及完整。

\*本人/ 我們已細閱申請指南及關於\*本人/ 我們個人資料的「個人資料收集聲明」。\*本人/ 我們謹此聲明，\*本人/ 我們在此申請表上所填報的個人資料，就\*本人/ 我們所知，均屬真確及最新的資料。 \*本人/ 我們明白並且同意，此等個人資料，可按照「個人資料收集聲明」所述之目的而被使用。

\*I/We declare that the information provided under this form is, to the best of my/our knowledge and belief, true and complete.

\*I/We have read the Application Guide and Personal Information Collection Statement about \*my/our personal data. \*I/We declare that the personal data provided in this application form are accurate and up-to-date to the best of \*my/our knowledge.

\*I/We agree and understand that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

\* 請將不適用者刪去 Please delete where inapplicable.

\_\_\_\_\_  
(簽署 Signature)

\_\_\_\_\_  
(姓名 Name)  
(請用正楷填寫 in Block Letters)

\_\_\_\_\_  
(職位 Post)

代表 on behalf of :

\_\_\_\_\_  
(公司名稱及印鑑) (如適用者)  
(Company Name and Chop as appropriate)

\_\_\_\_\_  
(日期)  
(Date)

**警告：**  
 根據香港法例第 603 章《產品環保責任條例》第 9(1) 條規定：  
 \* 任何人出示或提供在要項上屬虛假或具誤導性的紀錄、文件或資料，充作遵守本條例，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。  
 根據香港法例第 603 章《產品環保責任條例》第 9(3) 條規定：  
 \* 任何人無合理辯解而在出示或提供根據本條例規定他須出示或提供的紀錄、文件或資料時遺漏任何要項，即屬犯罪，一經定罪，可處第 6 級罰款（港幣十萬元）。

**Warning :**  
 Under Section 9(1) of the Product Eco-responsibility Ordinance, Cap 603:  
 \* A person who, in purported compliance with this Ordinance, produces or provides any record, document or information that is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).  
 Under Section 9(3) of the Product Eco-responsibility Ordinance, Cap 603:  
 \* A person who, without reasonable excuse, omits any material particular from any record, document or information required to be produced or provided by him under this Ordinance commits an offence and is liable on conviction to a fine at level 6 (HK\$100,000).

## 申請人須知

### 1 注意事項

環境保護署(“環保署”)在收到申報後，會以郵寄或電郵方式確認。

### 2 一般事項

- (a) 請用正楷填報表格。
- (b) 如表格內所提供的空間不足以列明各項資料者，申請人可另加紙張填報。於另加紙張填報的每頁資料，應加以編號並附有申請人的署名，或公司印章。

### 3 重要事項提示

- (a) 循環再造標籤是重要文件，任何人必需妥善保管有關循環再造標籤。如有需要，申請人可填寫【TREE-6】向本署購買循環再造標籤。
- (b) 一般而言，本署在以下情況下，不會為申請人補發循環再造標籤：
  - i. 申請人並非登記供應商或銷售商
  - ii. 申請人未能提供合理原因
  - iii. 申請人未能提供合適的文件支持有關申請
- (c) 環保署會根據申請人提供的資料，按個別情況處理申請。如有需要，環保署會向申請者要求提供額外資料或文件。

### 4 查詢

如有任何查詢，可透過電話(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封面請註明「廢電器計劃」。

## Notes to Applicants

### 1 Notes for Attention

Upon receipt of the form, the Environmental Protection Department (“EPD”) will issue an acknowledgement note to you by post or by email.

### 2 General Notes

- (a) Please complete the application form clearly in BLOCK letters.
- (b) If there is no sufficient space in any part or portion to fill in all the information, you may copy the blank sheet and fill, which is to be numbered and duly signed by the applicant, or stamped by the company chop on each page.

### 3 Prompt of Important points

- (a) Recycling labels are important document. Anyone must properly keep recycling labels. If necessary, the applicant may complete “TREE-6” for purchase of recycling labels.
- (b) Under normal circumstances, EPD will not replace the recycling labels for the following reasons
  - i. Applicant is not a registered supplier or seller
  - ii. Applicant does not provide justifiable reason(s)
  - iii. Applicant does not provide supporting document for the application
- (c) Subject to information provided by the applicant, EPD will consider the application on a case by case basis. If necessary, EPD may request the applicant to provide supplementary information or document.

### 4 Enquires

For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope “WPRS”.

## 遞交申報

**郵寄:** 將填妥的申報表郵寄至下列地址：

環境保護署  
香港金鐘道 66 號金鐘道政府合署高座 21 樓  
並於信封面註明：「廢電器計劃」

**親身提交:** 將填妥的申報表於辦公時間（星期一至五上午九時至下午五時），交到下列環保署辦事處：

辦事處	辦事處地址	電話
稅務大樓辦事處	香港灣仔告士打道 5 號 稅務大樓 33 樓	2824 3773
長沙灣政府合署 辦事處	九龍長沙灣道 303 號 長沙灣政府合署 8 樓	2402 5200
區域辦事處 (東)	九龍九龍灣臨樂街 19 號 南豐商業中心 5 樓	2755 5518
區域辦事處 (南)	香港鰂魚涌海灣街 1 號 華懋交易廣場 2 樓	2516 1718
區域辦事處 (西)	新界荃灣西樓角路 38 號 荃灣政府合署 8 樓	2417 6116
區域辦事處 (北)	新界沙田上禾輦路 1 號 沙田政府合署 10 樓	2158 5757

## Submission of Return

**By Post:** The completed form can be sent by post to:

Address: Environmental Protection Department,  
21/F, High Block, Queensway Government Offices,  
No. 66 Queensway, Hong Kong

Please specify on the envelop: "WPRS"

**In Person:** The completed form can be submitted in person during office hour (Monday to Friday, 9:00am to 5:00pm) to the following EPD offices:

Office	Address	Telephone
Revenue Tower Office	33/F., Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.	2824 3773
Cheung Sha Wan Government Offices	8/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.	2402 5200
Regional Office (East)	5/F., Nan Fung Commercial Centre, 19 Lam Lok Street, Kowloon Bay, Kowloon.	2755 5518
Regional Office (South)	2/F., Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.	2516 1718
Regional Office (West)	8/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT.	2417 6116
Regional Office (North)	10/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, NT.	2158 5757

### 收集個人資料的目的

1. 收集個人資料的目的，在於處理《產品環保責任條例》下你向環境保護署提交的要求。
2. 你在這份表格上提供的資料，環境保護署將用於下列一項或多項用途：
  - i. 與處理本表格要求事項有關的工作；
  - ii. 有關環境法例的執行、執法和檢舉；
  - iii. 投訴調查；
  - iv. 統計及其他法定用途；以及
  - v. 方便政府跟你聯絡。
3. 在本表格上提供個人資料，純屬自願性質。如果提供的資料不足夠，環境保護署未必可以處理這項要求。

### 可能移轉資料

4. 你在這份表格上就有關要求所提供的個人資料，環境保護署可向下列人士披露：
  - i. 其他政府決策局及部門以供處理上文第 2 段事項；及
  - ii. 按有關法例獲准的其他人士。

### 查閱和更改個人資料

5. 根據《個人資料(私隱)條例》第 18 條及第 22 條及附表 1 第 6 原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得資料副本。

### 查詢

6. 如有任何疑問，可透過致電(2838 3111)、傳真(2318 1877)、電郵(enquiry@epd.gov.hk)或郵寄(地址：香港金鐘道 66 號金鐘道政府合署高座 21 樓)，向環境保護署辦事處查詢；信封封面請註明「廢電器計劃」。

## Personal Information Collection Statement

### Purpose of Collection

1. The personal data in relation to this Form will be used for the purpose of processing your request under Product Eco-responsibility Ordinance.
2. The personal data provided in this Form may be used by the EPD for one or more of the following purposes:
  - i. activities relating to processing this request;
  - ii. administration, enforcement and prosecution of relevant environmental legislation;
  - iii. complaint investigations;
  - iv. statistical and any other legitimate purposes; and
  - v. facilitating communications between Government and yourself.
3. The provision of personal data by means of this form is voluntary. If the information provided is not sufficient, the EPD may not be able to process this request.

### Transfer of Personal Data

4. The EPD may disclose the personal data provided in this request to:
  - i. other government bureaux and departments for the purposes mentioned in paragraph 2 above;
  - ii. other persons as permitted by the relevant legislation.

### Access to and Correction of Personal Data

5. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The right of access includes the right to obtain a copy of personal data provided by you.

### Enquiries

6. For enquiries, please contact the EPD office by phone (2838 3111), by fax (2318 1877), by e-mail (enquiry@epd.gov.hk) or by post (address: 21/F, High Block, Queensway Government Offices, No. 66 Queensway, Hong Kong). For letters, please specify on the envelope "WPRS".